

RECORDS RETIREMENT REQUEST		ASSIGNED BY RECORDS CENTER JOB NO. 58-405
Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.		FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)		
TO: Chief, Records Center.	FROM: (Office) Mgt. Staff Office of The Chief	DIVISION
	BRANCH	SECTION

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)

3. TABLES OF ORGANIZATION REVIEW AND COORDINATION FILES

Consists of retained copies of the Staff's comments, recommendations, and approvals or disapprovals of requests for changes in Tables of Organization. These requests are received by the Staff for review and coordination after which they are forwarded to the Office of Personnel. Record copies of the request, concurrences, justifications, comments, and Form 261, T/O Change Authorization, are maintained by the Office of Personnel. Arranged organizationally and chronologically thereunder.

(1954-1956)

CONVENIENCE FILE

SHELF LIST ATTACHED SHELF LIST INCLUDED IN TRANSFER
Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1949-1954)

CLASSIFICATION OF RECORDS Secret	FILE EQUIPMENT OCCUPIED BY RECORDS <input type="checkbox"/> LETTER <input checked="" type="checkbox"/> LEGAL <input type="checkbox"/> OTHER (specify) _____
2 NUMBER OF DRAWERS	

APPROXIMATE REFERENCE ACTIVITY PER MONTH				
--	--	--	--	--

LOCATION OF RECORDS				
BUILDING 1717 H St.	ROOM 556	EXTENSION <input type="checkbox"/>	DATE 1/31/58	SIGNATURE OF RECORDS CUSTODIAN <input type="checkbox"/>

PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

TYPE OF MATERIAL		<input type="checkbox"/> RECORD <input checked="" type="checkbox"/> NON-RECORD
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")		

Members of the Office of the Chief only.

DISPOSITION AUTHORIZATION				
---------------------------	--	--	--	--

CITE SCHEDULE OR AUTHORITY				
----------------------------	--	--	--	--

Records Control Schedule 30-56, item number 3
Records Control Schedule 30-56, item number 6

BUILDING 1717 H St.	ROOM 567	EXTENSION <input type="checkbox"/>	DATE 1/31/58	SIGNATURE OF AREA RECORDS OFFICER <input type="checkbox"/>
------------------------	-------------	---------------------------------------	-----------------	---

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160018-7

REFERENCE ACTIVITY

STORAGE LOCATION

JOB NO.	AREA	ROW	SPACE
58-405			

FOLD
HERE

FOLD
HERE

DISPOSAL ACTIVITY

OFFICE	DIVISION	BRANCH	SECTION	DISPOSAL DATE
Management Staff Office of Chief				

Management Staff Office of Chief

AUTHORITY FOR DISPOSAL

AUTHORITY FOR DISCLOSURE		
SCHEDULE NO. (or List)	PAGE	ITEM

REMARKS

STA

RECEIPT PROCESSING

RECEIVED - PROCESSING			
CUBIC FEET	NO. OF CONTAINERS	TYPE OF CONTAINERS	DATE RECEIVED
3	3	RC	6 February 1958

RECORDS SHELF LIST			JOB NO. 58-403
NOTE: Prepare in duplicate and submit original to Records Center			TOTAL NO. OF CONTAINERS 3
OFFICE	DIVISION	BRANCH	SECTION
Management Staff, Office of the Chief			
CONTAINER NO.	DESCRIPTION AND DATES		
Box 1	Deputy Director/Coordination DD/I Office of DD/I Central Reference FBID Basic Intelligence FDD ONE [redacted] OCI ORR OSI DD/S NSC No. 169 T/O Headquarters DD/P DD/P Overall Jan. 1954 Office of DD/P CI Staff Eastern Europe FE (3 folders) Foreign Intell I & R Staff International Program Near East & Africa Planning & Program Coord Psychological & Paraph DD/P Projects T/O ROHORN Southern Europe Records Integration Soviet Russia Western European Western Hemisphere Technical Services Auditor-In-Chief Cable Secretariat Commercial Staff + Communication DD/S Director DD/S - DD/S T/O Inspector General <u>Logistics</u> Personnel Medical Staff OGC Security Training		
Box 2	Chrono From Jan. 1949 - July 1954		
Box 3			

TO: NON-CIA RECIPIENT

Place signed receipt in envelope and transmit to:

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

TO: CIA RECIPIENT

Place signed receipt in outgoing messenger box for return through agency messenger service.

ATTENTION: CIA CENTRAL RECORDS RETURN TO:

NAME OF SENDER

ROOM NO.

BUILDING

C/Management Staff, Room 601 1016 16th St., N.W.

U. S. GOVERNMENT PRINTING OFFICE: 1956-O-374810

Central Intelligence Agency
DOCUMENT RECEIPT

RECEIPT IS HEREBY ACKNOWLEDGED OF DOCUMENT(S) FROM

C/Management Staff

NOTICE TO RECIPIENT

Please Sign This Receipt Immediately and Return as Indicated on Reverse Side.

DESCRIPTION OF DOCUMENT					
CIA NO.	DOCUMENT DATE	DOCUMENT NO(S.)	NUMBER OF COPIES	ATTACHMENTS	CLASS.
143255	2/21/56		3 of 7 cys		TS
DATE			SIGNATURE OF RECIPIENT		
TIME	DEPARTMENT OR AGENCY	OFFICE OR BRANCH Records Center, Management Staff			

FORM NO. 615
1 JAN 56 USE PREVIOUS EDITIONS.